



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2003
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #29**

TO: Child and Adult Care Food Program Sponsors

FROM: Julie Stark, Interim Director
Office of School Support Services

DATE: September 25, 2003

SUBJECT: FY 2004 CACFP Orientation

An Orientation on the Child and Adult Care Food Program (CACFP) will be offered at various locations on various dates during the fiscal year. The CACFP Orientation will focus on the record keeping requirements of the program.

The CACFP Orientation is designed for:

- New CACFP Sponsors
- New staff of current sponsors responsible for record keeping

In some cases, we will recommend that personnel who are responsible for ensuring program compliance to attend a session as part of corrective action to an administrative review.

For your convenience, we are including a copy of the training agenda. Some topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation.

Enclosed you will find more information on the dates and locations of the sessions. The sessions will begin promptly at 9:00 a.m. and end at 3:00 p.m. Lunch is on your own. Complete and fax the attached registration form to confirm participation, as attendance is limited. Maps for each location are attached. There is no charge to attend a CACFP Orientation session. **Keep a copy of the registration form, as confirmation notices will not be sent.**

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (7)

STATE BOARD OF EDUCATION

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www.michigan.gov/mde • (517) 373-3324

**MICHIGAN DEPARTMENT OF EDUCATION
CHILD AND ADULT CARE FOOD PROGRAM**

2004 ORIENTATION

REGISTRATION FORM

Check the Orientation date and session you plan to attend: *(Check only one)*

- ' November 17, 2003 Kent Intermediate School District, Grand Rapids
- ' January 7, 2004 Wayne RESA, Wayne
- ' February 3, 2004 Kalamazoo RESA, Kalamazoo
- ' March 16, 2004 MDE, Lansing
- ' April 20, 2004 Marquette-Alger ISD, Marquette
- ' July 9, 2004 Wayne RESA, Wayne
- ' August 6, 2004 Genessee ISD, Flint
- ' August 18, 2004 Traverse Bay Area ISD, Traverse City
- ' September 15, 2004 MDE, Lansing

Please Fax to: (517) 373 - 4022

Sponsoring Organization: _____

Agreement # _____ Telephone #: _____

Name(s), Title(s), & email of those attending:

Return this as soon as possible for the date you wish to attend. You will not receive a confirmation. If you have any questions you may contact Ginger Czubak at (517) 335-2403.

Department of Education
Child and Adult Care Food Program
P.O. Box 30008
608 W. Allegan
Lansing Michigan 48909

Child and Adult Care Food Program

Schedule of Fiscal Year 2004 New Program Orientation

Date	Capacity	Time	Location	Address
November 17, 2003	Limit: 40 Persons	9:00 am to 3:00 pm	Kent ISD Rouge Room	2930 Knapp N.E. Grand Rapids 49505
January 7, 2004	Limit: 60 Persons	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	5454 Vanoy Road Wayne 48184-2532
February 3, 2004	Limit: 50 Persons	9:00 am to 3:00 pm	Kalamazoo RESA	1819 E. Milham Road Kalamazoo 49001
March 16, 2004	Limit: 55 Persons	9:00 am to 3:00 pm	MDE Ottawa Tower Upper Level Parking Conference Room #3	608 W. Allegan Lansing 48909
April 20, 2004	Limit: 20 Persons	9:00 am to 3:00 pm	Marquette- Alger RESA Room A	321 E. Ohio Street Marquette 49855
July 9, 2004	Limit: 60 Persons	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	5454 Vanoy Road Wayne 48184-2532
August 6, 2004	Limit: 45 Persons	9:00 am to 3:00 pm	Genesee ISD Room AB Flint	2413 W. Maple Avenue Flint 48507
August 18, 2004	Limit: 20 Persons	9:00 am to 3:00 pm	Traverse Bay Area ISD Conf. Rm. A	1101 Red Drive Traverse City 49696
September 15, 2004	Limit: 50 Persons	9:00 am to 3:00 pm	MDE Ottawa Tower Upper Level Parking Conference Room #3	608 W. Allegan Lansing 48909

**Child and Adult Care Food Program
Michigan Department of Education
Lansing, Michigan**

Fiscal Year 2004

Agenda

Introductions/CACFP Updates

Annual Record Keeping Requirements

- † Application/MAIN/MEIS
- † Income Eligibility Statements
- † Civil Rights/Ethnic Data
- † Staff Training
- ^ Site Monitoring (Multi-sites only)

Daily Record Keeping Requirements

- † Menus (Child and Infant)
- † Meal Attendance
- † Center Attendance

Monthly Record Keeping Requirements

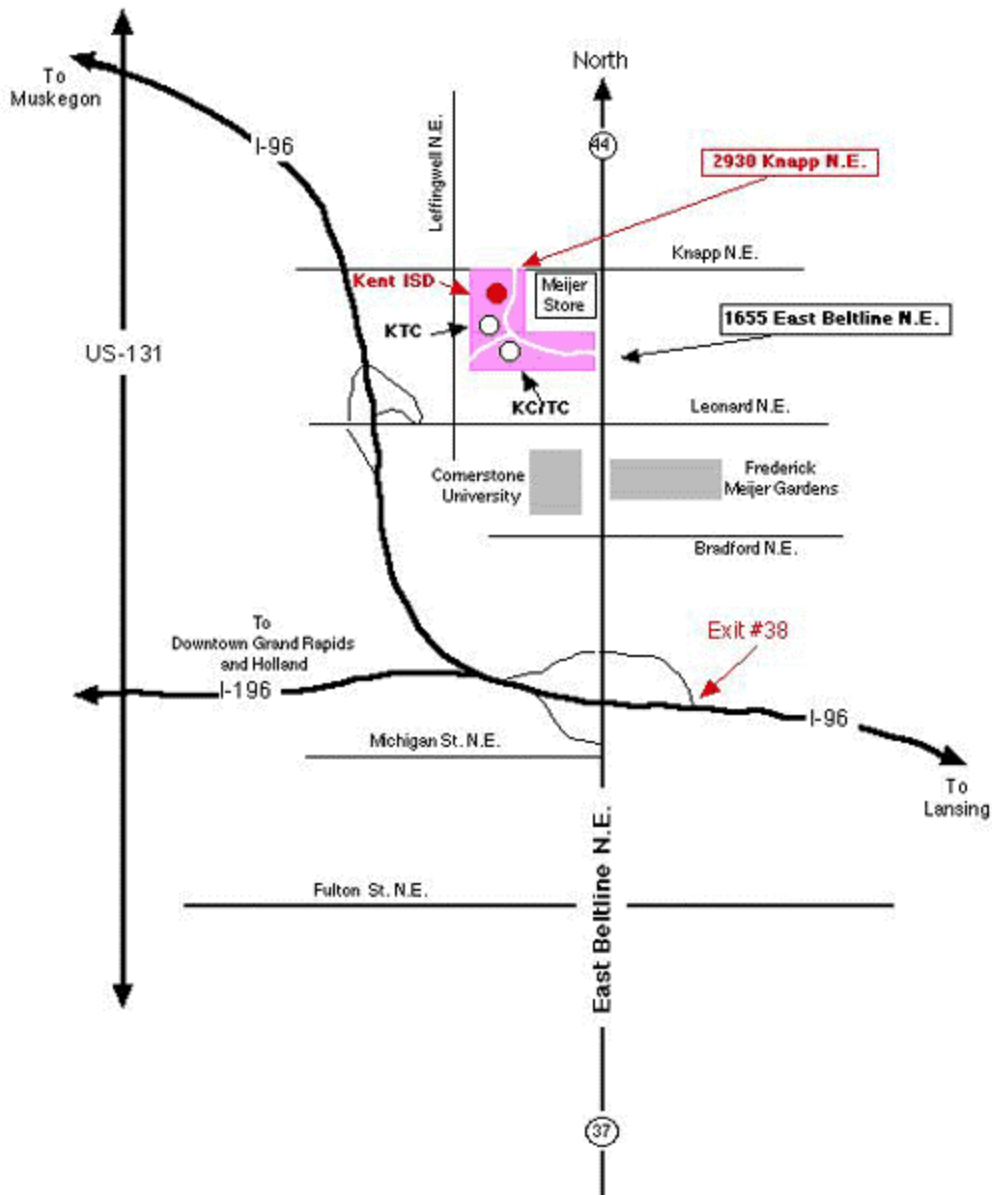
- † Reimbursement Claim
- † Reimbursement Computation
- † Status Report
- † Claim Amendment
- † State of Michigan Check
- † Title XX Requirement (for-profit centers only)
- † Procurement/Buying Procedures (comparison shopping)

Other Records

- † Documentation of Enrollment
- † CACFP Operational Memos
- † Child Day Care License
- † Reviews and Audits
- ^ Blank Forms

CACFP Resources

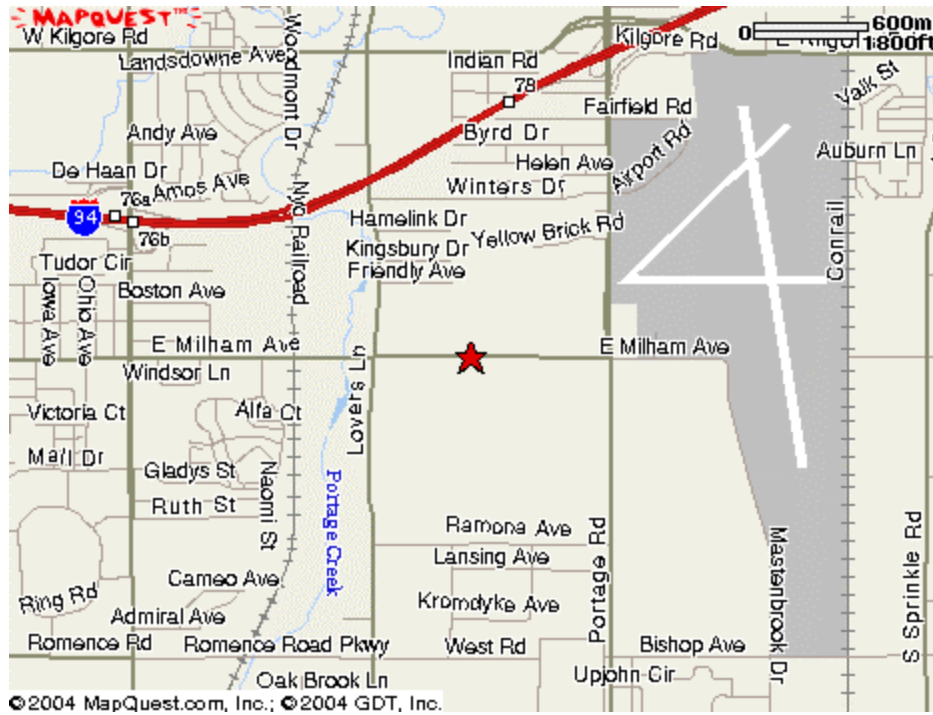
Kent Intermediate School District
2930 Knapp N.E.
Grand Rapids, Michigan 49525
(616) 364-1333





Wayne RESA
33500 Van Born Road
Wayne, Michigan 48184
Main Switchboard (734)334-1300

Annex Address
5454 Venoy Road
Wayne, MI 48184



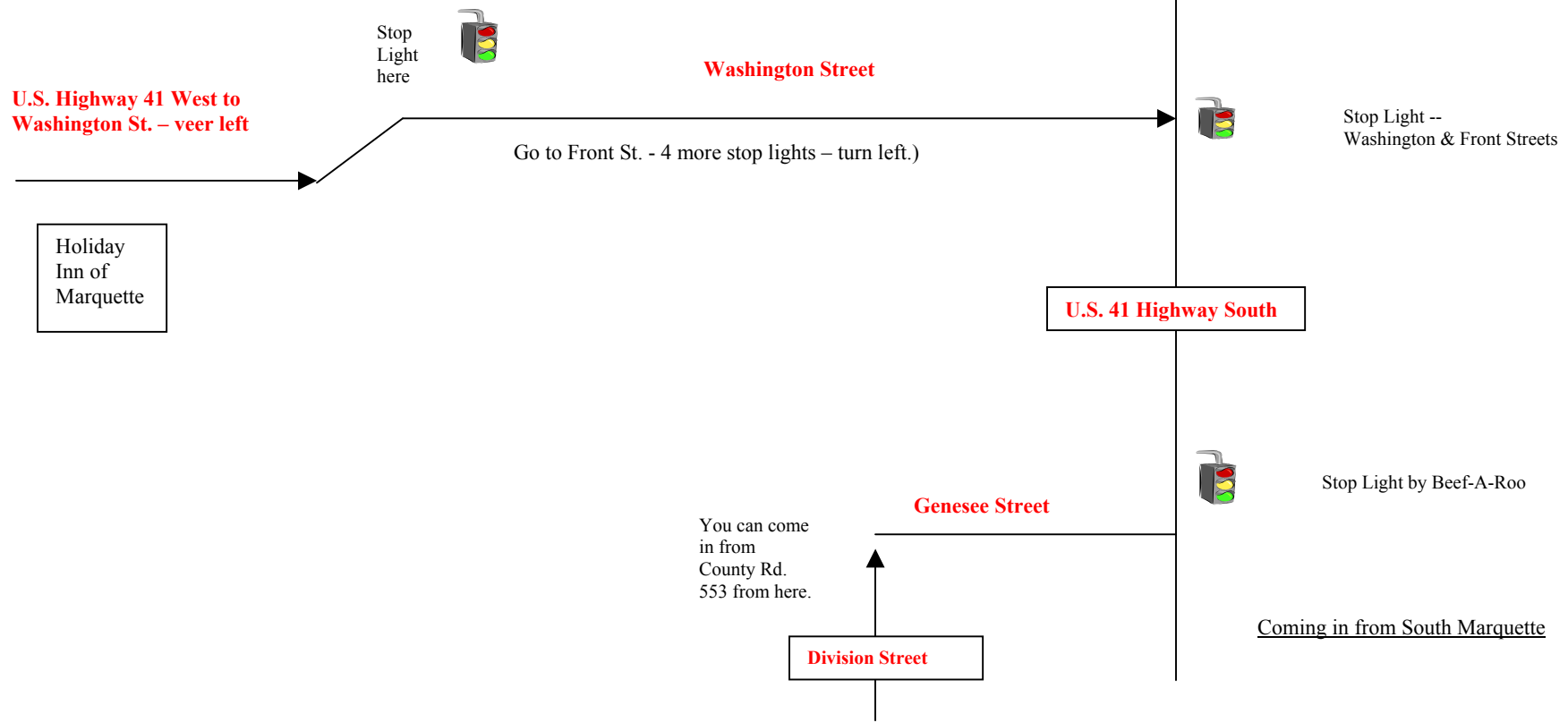
Kalamazoo Regional Service Education Area
1819 E Milham Road
Kalamazoo MI 49001

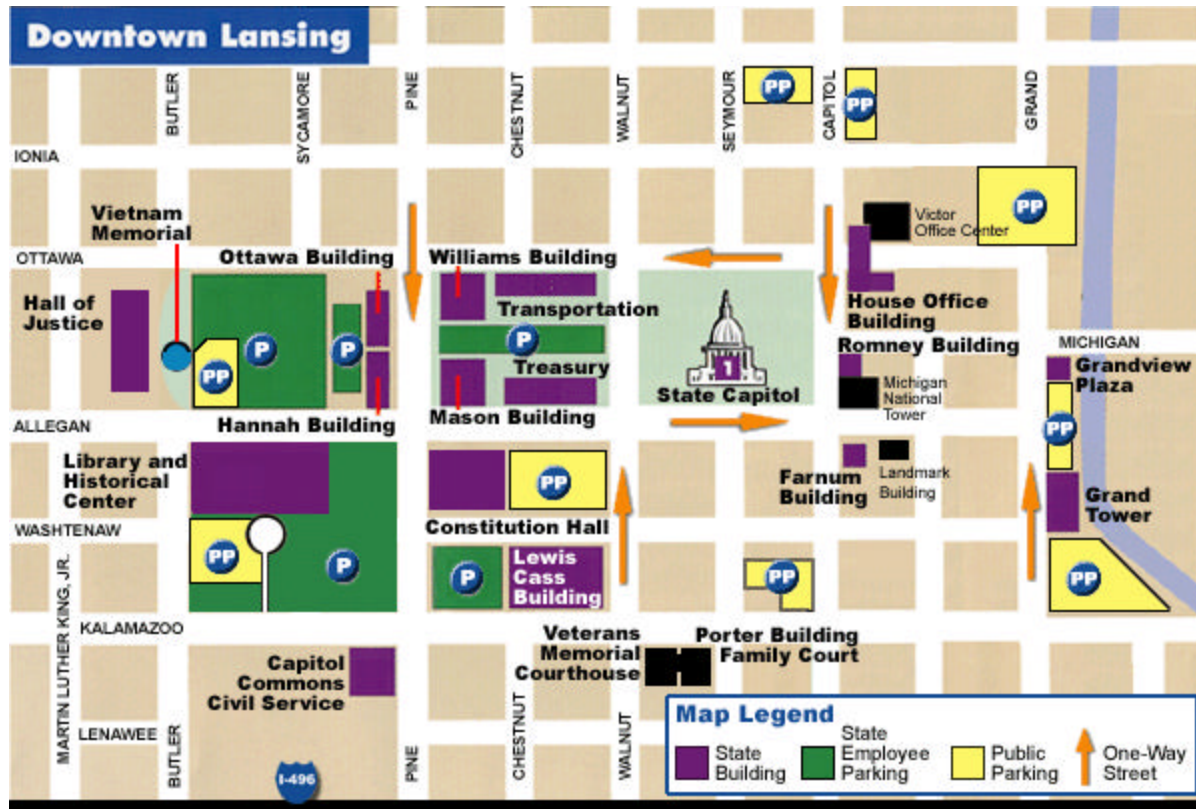
**DIRECTIONS TO
MARQUETTE-ALGER RESA
321 E. Ohio Street, Marquette, MI 49855**

Coming in on West U.S. 41 stay to the left past the Holiday Inn and go into the light on Washington St. Take Washington St. to Front St. (4 more stoplights) Turn left on Front St. and go past the Landmark Inn for 3 blocks; then turn right on Ohio Street. Go to the next stop sign (2 blocks) and then continue down the hill. MARESA is on the left. Turn left at the bottom of the hill.

Coming in on South U.S. 41 go straight ahead. South 41 will turn into Front Street. Go up the hill on Front St. past the Landmark Inn for 3 blocks to Ohio Street. Turn right on Ohio Street and go to the next stop sign (2 blocks) and then continue down the hill. MARESA is on the left. Turn left at the bottom of the hill.

YOU ARE HERE!

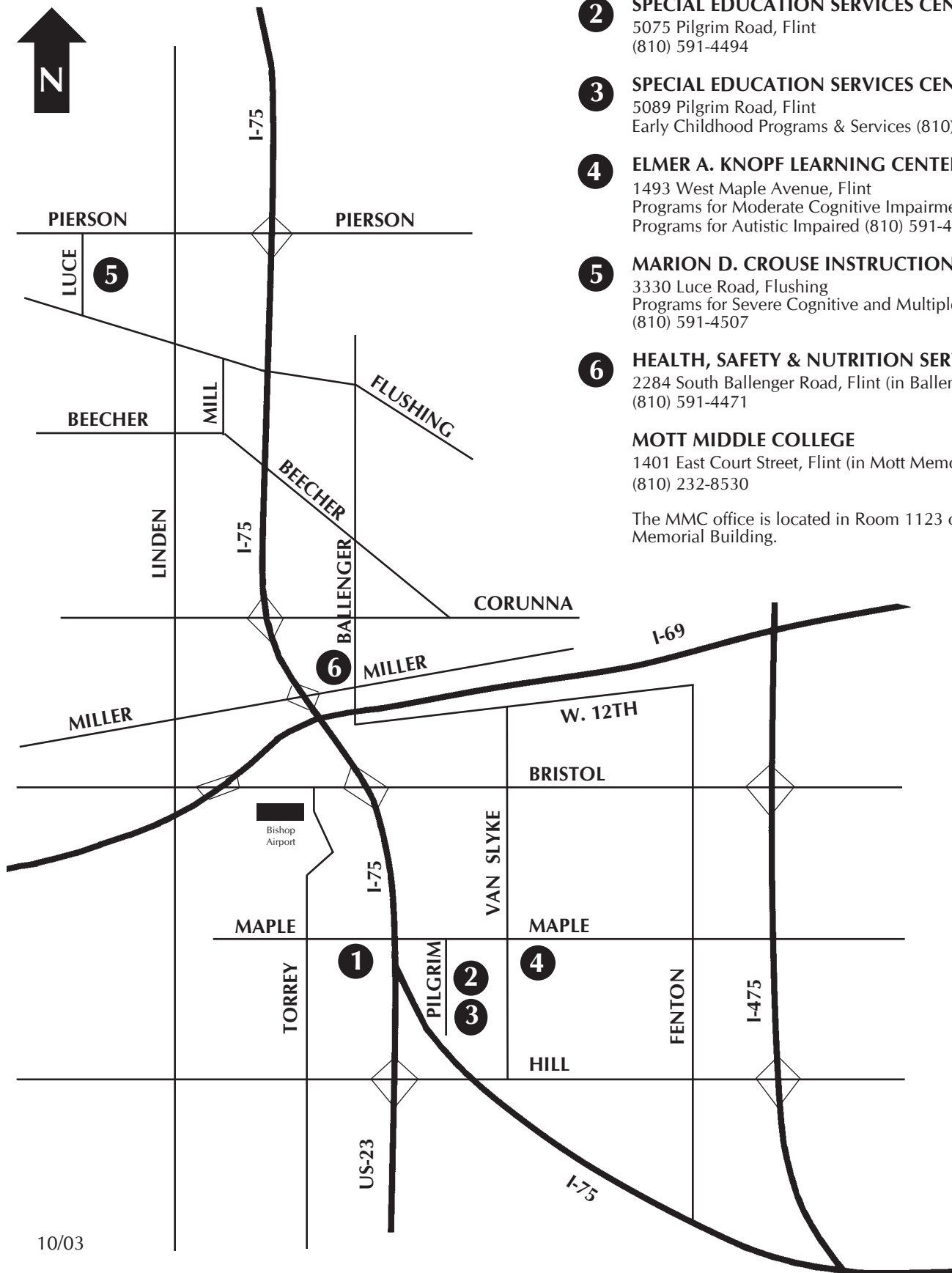




Michigan Department of Education
John A. Hannah Building
&
Library of Michigan
Lansing, MI

Genesee Intermediate School District

Map to GISD Buildings



- 1 ERWIN L. DAVIS EDUCATION CENTER**
2413 West Maple Avenue, Flint
(810) 591-4400
- 2 SPECIAL EDUCATION SERVICES CENTER – NORTH**
5075 Pilgrim Road, Flint
(810) 591-4494
- 3 SPECIAL EDUCATION SERVICES CENTER – SOUTH**
5089 Pilgrim Road, Flint
Early Childhood Programs & Services (810) 591-4883
- 4 ELMER A. KNOPF LEARNING CENTER**
1493 West Maple Avenue, Flint
Programs for Moderate Cognitive Impairments (810) 591-4489
Programs for Autistic Impaired (810) 591-4485
- 5 MARION D. CROUSE INSTRUCTIONAL CENTER**
3330 Luce Road, Flushing
Programs for Severe Cognitive and Multiple Impairments
(810) 591-4507
- 6 HEALTH, SAFETY & NUTRITION SERVICES**
2284 South Ballenger Road, Flint (in Ballenger Point)
(810) 591-4471

MOTT MIDDLE COLLEGE

1401 East Court Street, Flint (in Mott Memorial Building)
(810) 232-8530

The MMC office is located in Room 1123 of the Mott Memorial Building.



Turn west off Division at this point (11th St.) and follow the red and white signs. Each turn is marked. (Turn right on Brown Dr. to get to Adm. Entrance) Main conference center entrance and parking are located through the main parking lot then to the left.